

SCHOOL DISTRICT	COUNTY	APPLICATION NUMBER
PROJECT NAME	TYPE OF APPLICATION <input type="checkbox"/> STANDARD <input type="checkbox"/> SELF-CERTIFIED	

All documents must have original signatures.

GENERAL INSTRUCTIONS

This form must be completed for Site Acquisition approval when all or part of the school site is being purchased as part of this application. Applicants using the standard application procedure complete Parts A, D, E, F and G. Applicants using the self-certifying application procedure complete Parts B, C, D, E, G and H.

The request for Site Acquisition approval may be submitted with request for Phase I or Phase II approval, or at anytime in between.

Field Reviews of Proposed School Sites, appraisals, and other pre-approval documentation may have earlier been forwarded to the Office of Public School Construction in the initial stages of the site acquisition process and will, therefore, not be necessary to resubmit. Prior to requesting Site Acquisition approval, the applicant district must have completed each task referenced on this Checklist and entered any information requested in the spaces provided. If an answer is “not applicable,” so state. Once completed and the information is certified by the District Representative or the Governing Board, the Checklist is forwarded, with necessary

attachments, to the Office of Public School Construction for review prior to scheduling on a State Allocation Board (SAB) agenda.

IMPORTANT: Be advised that documentary which supports certifications below must be retained by a self-certifying district and is subject to audit as provided in Education Code Section 17706 and following. A district certifying information containing any material inaccuracy with respect to Lease-Purchase Program requirements shall be subject to the penalties set forth in Education Code Section 17741.2 and Government Code Section 12650 and following.

CAUTION: The district is advised not to proceed with site acquisition until it has received approval of the site and its acquisition from the Office of Public School Construction. Site Acquisition is not scheduled for SAB approval until the three sites proposed by the district are approved by the Office of Public School Construction for cost-effectiveness, the appraisal or appraisals are reviewed, and all other Lease-Purchase Program requirements are met.

PART A: SITE ACQUISITION DOCUMENTATION (Standard Applications only)

☐ **California Department of Education** (CDE) approval of this site for acquisition (see Applicant Handbook page 3-B-11). Attach copy of approval letter from the CDE.

☐ **Field Reviews of Proposed School Sites** (optional for Standard Applications). Attach Forms SAB 550 for the preferred and alternative approvable sites, if applicable.

☐ **Environmental Impact Documents** (see Applicant Handbook pages 3-B-4 through 3-B-9). Attach.

PART B: SITE ACQUISITION CERTIFICATIONS (Self-Certified Applications only)

☐ **Lead agency compliance with California Environmental Quality Act** and State agency review process for purchase of the school site (see Applicant Handbook pages 3-B-4 through 3-B-10 and SAB Implementation of AB 1603, August 26, 1992).

☐ Compliance with the requirement to complete three (3) SAB site cost analyses, Form SAB 550, **Field Review of Proposed School Sites**.

☐ **Appraisers** are licensed and in good standing with the Office of Real Estate Appraisers and appraisals were obtained in accordance with State Allocation Board Standards and Procedures (see SAB Implementation of AB 1603, August 26, 1992).

☐ **Description of Project:**  
Area of new permanent construction: \_\_\_\_\_ sq. ft.  
Area of new relocatable construction: \_\_\_\_\_ sq. ft.  
Area to be constructed beyond eligible area pursuant to Education Code Section 17740.1(a): \_\_\_\_\_ sq. ft.

Permanent Facilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relocatable Facilities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acreage to be acquired: \_\_\_\_\_ acres (see SAB Implementation of AB 1603, August 26, 1992).

☐ **Funding Priority** (see SAB Implementation of AB 1603, August 26, 1992; Implementation of AB 87, December 4, 1991; and Amendment to the Substantial Enrollment Policy, May 27, 1992). This project qualifies for Priority Level \_\_\_\_\_. Attach resolution(s), if not previously submitted.



**PART C: SITE ACQUISITION DOCUMENTATION** *(All Applications)*

- ☐ **Independent Appraisals of Property Value** (see Applicant Handbook pages 3-B-14 and 3-B-15). Enclosed is/are \_\_\_\_\_ appraisal(s), if not previously submitted.
- ☐ **Relocation Plan** (see Applicant Handbook pages 3-B-21 through 3-B-24). Relocation assistance is necessary and the Relocation Plan is attached.
- ☐ **Annual Certification of Available Rents.** Attach Form SAB 504A, if not previously submitted this fiscal year.
- ☐ **Amended Application for Apportionment** (see Applicant Handbook page 3-A-53). Attach Form SAB 506, if applicable.
- ☐ **Resolution to change Authorized Signatory** (see Applicant Handbook page 2-6). Attach Form SAB 508A, if applicable.
- ☐ **Lease-Purchase Agreement** (see Applicant Handbook page 3-A-57). Attach Form SAB 518, if not previously submitted.
- ☐ **Client/Architect Agreement** (see Applicant Handbook page 3-A-58). Attach Form SAB 533, if not previously submitted.
- ☐ **Investigations of Toxic and Solid Waste Hazards.** Attach Form SAB 510 and supporting documentation.

**PART D: SITE ACQUISITION CERTIFICATION - CALIFORNIA DEPARTMENT OF EDUCATION** *(Self-Certified Applications only)*

The following certification has been sent to the California Department of Education, School Facilities Planning Division:

- ☐ Compliance with California Department of Education standards for selection of school sites (see SAB Implementation of AB 1603, August 26, 1992; and California Code of Regulations, Title 5).

**PART E: SITE ACQUISITION DOCUMENTATION - WAIVER AND REVIEW COMMITTEE** *(All Applications)*

The following documentation has been sent to the Waiver and Review Committee care of the California Department of Education, School Facilities Planning Division:

- ☐ Annual update of the Form CDE/SFPD 1603-01, Substantial Enrollment Requirement Worksheet, if the district is requesting priority funding based on this criterion.

**PART F: SITE ACQUISITION DOCUMENTATION - CALIFORNIA DEPARTMENT OF TRANSPORTATION** *(All Applications)*

- ☐ If the site is located within two miles of an airport or heliport, the Department of Transportation, Division of Aeronautics, has been notified.

**PART G: CERTIFICATION** *(Standard Applications only)*

I certify that this checklist and its supporting documents properly set forth the request of the District for funding under Chapter 22, Part 10, of the Education Code, and that the information contained herein is true and accurate to the best of my knowledge and belief. In making this certification, I am aware of Section 12650 and following of the Government Code which provides for the imposition of treble damages for making false claims against the State.

SIGNATURE OF DISTRICT REPRESENTATIVE	DATE

**PART H: CERTIFICATION** *(Self-certified Applications only)*

We certify that the Governing Board has reviewed this form and supporting documents, that the contents properly set forth the request of the District for funding under Chapter 22, Part 10, of the Education Code, and that the information contained herein is true and accurate to the best of our knowledge and belief. In making this certification, we are aware of Section 17741.2 of the Education Code and Section 12650 and following of the Government Code which provide for penalties when material inaccuracies are found including the imposition of treble damages for making false claims against the State. Submission of this form was authorized by Board action on \_\_\_\_\_ , 19\_\_\_\_ .

SIGNATURE OF PRESIDENT/CHAIRPERSON	TITLE	DATE
SIGNATURE OF SECRETARY/CLERK	TITLE	DATE